# 2.1

Creating Formulas

In this exercise, you will create basic formulas to complete a grading worksheet.

1. Open **EX-2.1- -Grades** and save it as: **EX-2.1-Grades Calculated**
2. In **cell** **F6**, enter a formula that adds the two quiz scores together.
3. Using AutoFill, copy the formula to **cells** **F7:F17**.
4. In **cell** **I6**, enter a formula that adds the two project scores together.
5. Using AutoFill, copy the formula to **cells I7:I17**.
6. In **cell K6**, create a formula to add the quiz total, project total, and exam scores together.
7. Using AutoFill, copy the formula to **cells K7:K17**.
8. In **cell** **L6**, create a formula that calculates the percentage grade for the student.

*Note that the total points available in the course is 500.*

1. Using AutoFill, copy the formula to the **range L7:L17**.
2. Apply the **Percentage** number format to the **range** **L6:L17**.
3. Save and close the file.